DEC 1976

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MEMORANDUM FOR: Executive Advisory Group Members

SUBJECT   :   Minutes of the 23 November and 2 December 1976 Executive
                   Advisory Group Meetings

1.   The Executive Advisory Group (EAG) met on 23 November and
2 December 1976 to hear a presentation by Mr. May, Director of Data
Processing, on the costs, use, and management of ADP in the Agency.
Numerous questions and discussions on several issues extended the briefing
into two sessions.

2.   Mr. May showed viewgraphs illustrating his major points—providing
printed copies to EAG members at the conclusion. He explained that the
Office of Data Processing (ODP) had surveyed Agency components to collect
data for the presentation, since ODP's central services account for only
half of the Agency's ADP budget. In respect to managerial control of ADP,
Mr. May emphasized that his Office does not review all Agency ADP expendi-
tures and that it does not disapprove requests from office directors for
ADP services which are judged to be feasible. He explained how ODP's monthly
Project Activity Report is intended to encourage offices to use ADP judi-
ciously, and how ODP's proposal for a Resource Allocation System was designed
to allow closer monitoring of ADP usage.

3.   Much of the discussion centered on the management issues. Mr. Knoche
said that Agency management had to take command of its total ADP expenditures.
He did not see how the Resource Allocation System could work unless it is
built into the budgeting system. Mr. Dirks said the problem is to make
computer users "feel the pain" of their demands; this would not be solved by
further centralization. Mr. Blake maintained that the Resource Allocation
System would be a first step toward an effective Agency-wide control system;
we may eventually be driven to a complete charge-back system. Mr. Taylor
said the proposed system would probably be educational and assist management
consideration of ADP expenses, but it would not directly help us to decide
on future requirements or help us defend our ADP budget increases before OMB
and Congress.

4. Mr. Wells suggested that the DDO's documents be stored with the DDI's documents in the new ADSTAR system. Mr. May commented that the two directorates were in fact working closely on plans for their respective new document storage systems but that there were no plans to put the two files together; the DDO's planning was a step behind that for ADSTAR. Dr. Stevens suggested that intermingling the two sets of documents would probably create problems and not save any money. Mr. Wells said that he would look into this issue further.

5. Mr. Knoche said that he would outline what he considered to be the principal issues and solicit further discussion as to how to pursue them.

STATINTL

James H. Taylor
Secretary
Executive Advisory Group.

cc: Mr. May

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